

DEFINITIONS

The following terms are used throughout this manual.

- Appointing Officer:** Administrative Services Officer, designated by The Adjutant General to effect a state hire, also referred to as Human Resources Officer.
- Division Director:** Specifically refers to the Director, Army National Guard; Director, Air National Guard, Director, Division of Emergency Management and Director, Joint Programs Division.
- Nominating Officer:** Designated by the Administrative Services Officer. The nominating officer is the senior officer in the major work section responsible for signing the hiring list once a selection is made.
- Selecting Officer:** May be appointed by the Nominating Officer to conduct the interviews and make the initial recommendation for hire.
- Major Commander/
Director** Commander or Director responsible for overall management of an entire functional area or division, specifically:
- The Adjutant General (Department level)
 - Director, Army National Guard
 - Director, Air National Guard
 - Director, Division of Emergency Management
 - Director, Joint Programs Division
 - Commander, 161 ARW
 - Commander, 162 FW
 - Commander, Camp Navajo
 - Commander, WAATS